INTRODUCTION

Introduction

The Standard Economic Processing System (StEPS) was designed to process all of the current surveys in the Economic Directorate. It is a standardized system that will replace individual, survey-specific systems currently in use.

The StEPS was developed using SAS software. Each survey within StEPS consists of SAS data sets, which contain all information needed to process the survey. Each survey is run separately in StEPS.

StEPS runs on DEC Alpha machines using UNIX as the operating system. Users will access StEPS through their PC's using the Reflections communication package.

Various modules in StEPS perform different survey functions. Modules include User Setup, Survey Specifications, Collection Activities, Review and Correction, Tools, MIS, Derived/Adjust, Edit, Imputation, and Estimation. The functionality of each module is defined in detail in separate chapters of the User Manual.

User Interface

The StEPS uses a point-and-click approach to provide users access to its various modules. You can select options from the StEPS menus by simply clicking with the mouse. StEPS provides pull-down menus, pick lists, and function keys within the interactive screens . HELP information is accessible from each of the StEPS submenus, as well as from individual screens within modules.

- Pull-down menus (pmenus)   Provide list of available options within a specified screen; provide access to other screens within the same module; provide access to HELP information for using the screen (Pmenus are located in the upper left corner of the screen.)

- Function keys   Used within various modules to perform the same function as some of the more commonly selected pmenu options (i.e., in the Review and Correction module, you can select the "Apply corrections" option from the EDIT pmenu OR you can press "F2")

- '➤'   Indicates that a 'pick list' of data values exists for the field; Click on the arrow to display a list of valid entries from which to choose)

● HELP   HELP buttons are listed on each of the module submenus; HELP is
                                    also accessible within the screens by using the pmenus or by
                                    pressing "F1."

User Privileges

StEPS provides for varying levels of security in the different modules. Users are assigned privileges by
survey managers, which may restrict their ability to run certain processes, or update survey specifications
or item data. There are 4 different user privileges in StEPS:

- ● DATAPRIV   Indicates whether the user has the privilege to update data files
- ● PARMPRIV   Indicates whether the user has privileges to update certain parameter files
- ● MGMTPRIV   Indicates whether the user has the privilege to update/run certain
                    management information files/modules
- ● RUNPRIV   Indicates whether user has the privilege to run certain modules on the entire
                    file

Values for the above privilege fields include 'N' (no update privileges), 'U' (regular update capabilities -
may be limited), or 'P' (all privileges of regular user plus additional privileges).

For more information on user privileges, please see Chapter 11.

Logging In

NOTE: To obtain an account, contact the StEPS key person in your survey area. For details, go to
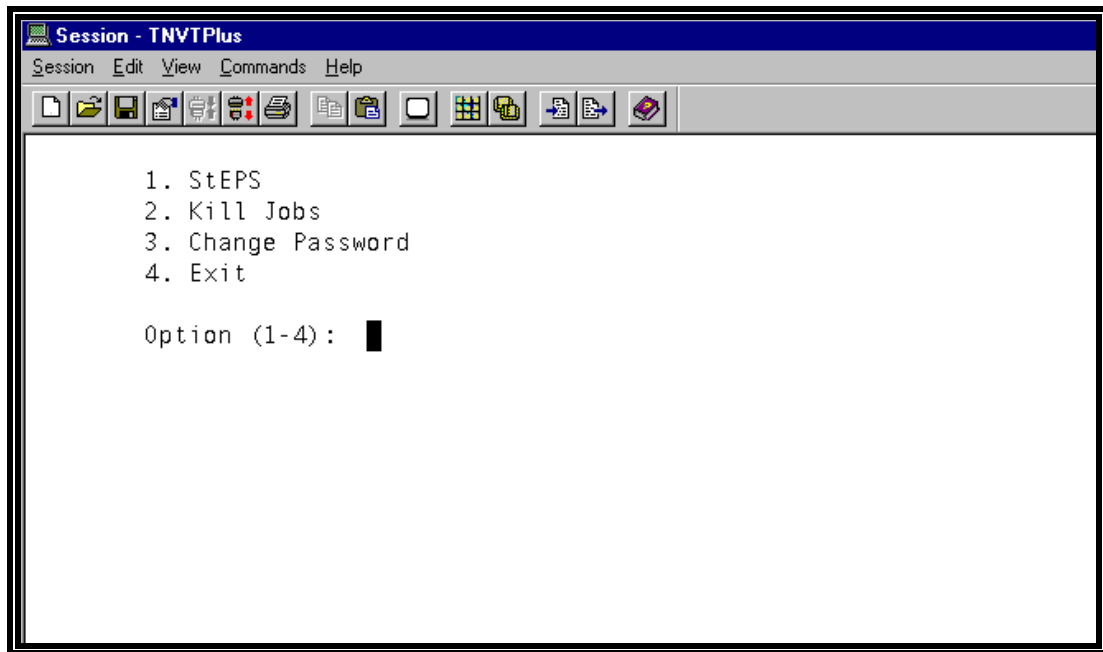   the StEPS home page:
                        http://econdw.econ.census.gov/projects/steps/default.htm

              Click on StEPS Management, then select "Requesting a StEPS Account."

When given a StEPS user account, you will have 2 StEPS icons placed on your PC. One will be for
access to the StEPS Development machine, and the other will be for access to the StEPS Production
machine. The development machine will be used to enter and test survey parameters before they are
placed on the production machine. The production machine will be used to process survey data.

To log into StEPS:

1. Click on the StEPS icon (either Development or Production) that has been set up on your PC, to
    access the log-in menu.

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2. If you see the basic menu, shown in Figure 1, key a "1" and press <ENTER>.

3. If you see multiple "StEPS" options instead of just one, select the option that has your survey listed. For example, if a new version of StEPS is released, there will be 2 StEPS options (e.g., StEPS v2.0, StEPS v3.0). Surveys that have been converted under the new version will appear under one option and surveys that have not will appear under the other. Be sure to key the correct option # for your survey's listing.

Figure 1 StEPS Log-In Screen

4. Other Options:

    ●   Select Option 2 to kill UNIX jobs for your user ID. You may need to do this if you have exited StEPS improperly or if the system went down. An indication that you may have multiple jobs running is the screen font size when you access StEPS. It often appears larger than the normal StEPS screen font when there are multiple jobs in your account.

    ●   Select Option 3 to change your UNIX password. You will be prompted to:

        1. Enter your current password
        2. Enter your new password
        3. Enter your new password again

    ●   Select Option 4 to Exit.

After entering a '1' (or the number associated with your survey) in the Login Window above, you will access the StEPS Main Menu:

Figure 2 StEPS Main Menu

Buttons on the StEPS Main Menu provide access to the various modules within StEPS. The general functionality of each is listed in the table below.

StEPS Main Menu	Function	Options
User Setup	Allows you to select a survey and stat period to process, set up printer defaults, or change font size	• Survey Selection • Stat Period Selection • Printer Setup • Select Font Size
Survey Specifications	Allows you to set parameters for various processing activities (i.e., edits, derived items, imputation, estimation, and outliers); define data dictionaries; define survey-specific line used in Data Review and Correction screens	• Data Dictionaries • Collection • Edit Definitions • Imputation Definitions • Estimation Definitions • Derived Item Definitions • HB Edit Definitions • Mass Correction Specifications • Data Review Specifications • Outlier Definitions • Survey Setup • Other Specifications
Collection Activities	Allows you to perform activities associated with data collection, including creation of the docuprint and label files, check-in, batch update	• Create Collection ID • Process Collection ID • Check-in and Tracking • Collection History • Batch Update • Remarks Coding
Review and Correction	Allows you to view, edit and correct survey data in a variety of ways: • Review all item data for a specified ID • Review ID data for a specified item • Review historical data for select items and stat periods • View item totals for a specified stat period • View different versions of the data, including reported, edited, adjusted, weighted-adjusted	• Review & Correction via selection set • Review & Correction via data set browse • Review & Correction via searches • Review & Correction via data analysis

StEPS Main Menu	Function	Options
Tools	Provides capabilities to do the following: • Analyze data files using different SAS tools including SAS ASSIST, SAS Insight, and EIS • Query survey data sets • Request various listings to review survey data • View/browse survey data sets • View log files, ASCII files • Download data to your PC	• Create Fat Record Data Set • Queries • SAS ASSIST • SAS INSIGHT • Outliers • EIS • Extract • Download • View Files, Logs, Programs • Browse Data
Run Processes	Allows you to run processes as defined under "Survey Specifications"; these processes include edits, estimation, imputation, derived items	• Edit • Estimation • Imputation • Derived • Batch Update • Mass Corrections • Survey Specific Programs • TSAR • Other Processes
View Results	Allows you to view the results of processes you have run, including edit and estimation	• Edit • Estimation
MIS	Provides management information reports, including response rates, imputation rates, edit summaries	• Response Rates • Imputation Rates • Edit Summary • Survey Notes • Production Log
Linkage	Provides access to other systems including TSAR, NAICS, SSEL Extract, and Metadata	• NAICS • TSAR • Metadata • SSEL Extract • Response Burden
Utilities	Allows you to cancel print jobs, view/kill processes, update user privileges; provides utilities for programmers (uploading StEPS libraries, displaying data set structures; documentation)	• Cancel Print Jobs • View/Kill Processes • Programmer Utilities • StEPS File Copy • Update User Privileges
HELP	Access HELP information on using StEPS	• StEPS News • Mr. Answer Guy (FAQs) • StEPS on Line Help - Future Use
End	Exit out of StEPS	

Contacts

For information on the development, documentation, hardware support, software problems, or training, consult the contact list maintained on the steps intranet web site.

To access this site:

1.   From the Census Intranet Home Page, select Economic Programs, then select Economic Statistical Methods and Programming Division. From the ESMPD home page index select StEPS (found under Programs). On the StEPS home page select Contact Information.

OR

2.   Go to
                http://econdw.econ.census.gov/projects/steps/default.htm

Other Documentation

For more information on StEPS, please refer to the following documentation:

StEPS Overview
StEPS Functionality
Systems Manual
Implementation Manual
Decision Documents
StEPS Data File Structures
StEPS Glossary